Student Employment Newsletter

May 2011

SUMMER WORK-STUDY UPDATE

- Eligible students who applied for summer work-study on or before March 29, 2011 have been awarded. Those who applied after that date must submit an employer request in order to be considered for an award. The request form is available on our website.
- We will review available funding after each biweekly pay period to determine whether or not we can grant new awards and increases to students on our waitlists. If granted, you and the student will be notified.
- We cannot guarantee that any student will be granted a new award or increase, so it is advisable to schedule a student based on his/her current award.

Non-CU Student Requests

If you plan to hire a high school student or a student who attends another university, you must request approval in advance. We ask that you make every effort, including posting the position with our office, to hire a CU student before hiring a non-CU student. The request form and job posting form can be found on our website.

Check Monthly Financial Statements

It's that time of year again! We're quickly approaching fiscal year end, so please check your monthly financial statements to ensure that work-study is charging to the correct account code (407700). If your student is charging to 407600, you have been charged 100% for that student's earnings.

Payroll Expense Transfers for Work-Study Student Employees

Departmental end users are not authorized to process payroll expense transfers involving work-study earnings; they must be completed by the Student Employment Office. 2010-2011 hourly (account 407600) to work-study (account 407700) transfer requests must be submitted by **June 10, 2011**. Completion of the form does not guarantee that a transfer will occur; they will be contingent upon available funds and student eligibility. **No hourly to work-study or late pay to work-study transfer requests will be processed for the 6/11/11 or 6/25/11 pay periods.** Payroll expense transfer requests to move the employer share of work-study earnings (account 407700) from one FOPPS to another are due to Student Employment by **June 22, 2011**. The transfer request forms can be found on our website.

Provide New Employees with these helpful website resource links:
New Employee Toolbox: http://www.cusys.edu/pbs/newempl.html
Payroll Due Date Schedule:
http://www.colorado.edu/studentemployment/payrollcalendar.html

IMPORTANT DATES

April 30, 2011:
Last working day of the spring term

May 1, 2011:
First working day of the summer term

August 6, 2011:
Last working day of the summer term

August 7, 2011 - April 28, 2012:
Academic Year 2011-12 employment begin/end dates

SUPERVISING TIP OF THE MONTH

Set the example. If you expect your students to be 5 minutes early for their shifts, you should be too! Remember, you are in a unique position to demonstrate the work ethic you would like to see them learn.

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